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TEMPORARY FOOD EVENT COORDINATOR'S PLANNING GUIDE 2015

The New Bedford Health Department has prepared this Temporary Food Event Coordinator's Planning Guide to assist you/your organization through the process of planning and holding a safe and successful community event. This kit includes the following items:

1. **Temporary Food Event Flyer**
2. **Coordinator's Check List for Temporary Food Events: (Due 30 days prior to event)**
 - a. Event Coordinator must complete/submit Check List to Environmental Health Division.
 - b. Provide a copy of the Certified Food Protection Manager's Certificate for person who will assist with planning and be present at the event.
3. **Guidelines for Temporary Food Event Vendors:**
 - a. Provide a copy to each food vendor to post on-site during the event
 - b. Food vendors must comply with requirements
4. **Temporary Food Event Permit Application: (Due minimum of 14 days prior to event)**
 - a. Each food vendor must complete and submit application, including Floor Plan.
 - b. Each food vendor must attach a copy of Worker's Compensation Insurance Affidavit: General Businesses along with workers' compensation policy declaration page showing the policy number and expiration date.
5. **Smoke-Free Workplace Law Signage**
 - a. Signage must be posted in visible location at each food vendor station, restrooms, and entrance to dining areas/food courts and main entrances to community event.
 - b. Smoking is prohibited in all food prep, food service, dining areas, restrooms and in all enclosed areas or areas capable of being enclosed.

If you or any of your event food vendors do not have the proper three compartments sink required by the Massachusetts Sanitary Food Code for food operations, you may rent one by contacting the Department of Facilities and Fleet Management at 294 Liberty Street @ 508-979-1520. Contact the Department of Public Infrastructure at 1105 Shawmut Avenue @ 508-979-1550 to arrange for pumping and water supply. Please make arrangements several weeks prior to the event.

If you have any questions, call the New Bedford Health Department at **508-991-6199** or visit us at **1213 Purchase Street -1st floor**, Monday through Friday, 8:00 AM to 4:00 PM.

We wish you success with your community event!

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